

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS14911602

DATE POSTED: 03/14/16

POSITION NO: 243751

CLOSING DATE: 03/25/16

POSITION TITLE: Cook's Aide (S)

DEPARTMENT NAME / WORKSITE: NDPS / Department of Corrections - Kayenta, Arizona

WORK DAYS: Split Shift REGULAR FULL TIME: GRADE/STEP: AB54A

WORK HOURS: Split Shift PART TIME: NO. OF HRS./WK.: _____ \$ 17,097.60 PER ANNUM

SEASONAL: DURATION : _____ \$ 8.22 PER HOUR

TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Assist in food preparation and cooking per a daily or weekly menu, maintain and sanitize a kitchen environment including cleaning equipment, utensils and surrounding kitchen area. Serve meals, inventory incoming orders and supplies used in the operation of the dining area, restocking and assist in ordering and purchasing necessary food and supplies, Store foods in necessary locations, attend training and meetings in healthy food related programs.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

One (1) year of experience preparing and cooking food

Preferred Qualifications:

A High School Diploma or GED; Certificate of Culinary Arts

Special Requirements:

Possess a Valid State Driver's License; and a Food Handler's Permit

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of the proper care and use of institutional food preparation equipment; Knowledge of the menu selection process; Knowledge of the principles of healthy eating; Knowledge of the proper procedures in cleaning institutional food preparation equipment; Skill in maintaining sufficient food supplies; Skill in interacting with others; Skill in preparing nutritious and appetizing meals; Ability to follow oral and written instructions;

<<A favorable background investigation is required>>

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.